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18 October 1961

Assistant to DD/I (Admin)

CIA Records Administration Officer

Report of Records Activities for the DDI Area

1. You may be interested in seeing the attached charts showing the trend of records holdings and rate of destruction within the Agency for the past five years. I am also enclosing a breakdown of the statistical data compiled from annual reports submitted by the DDI Area Records Officers.

2. While the DDI Area maintains more than half the total records in the Agency (58% in FY 1961), I am happy to say that the overall increase, excluding PIC, has been held to one-half of one percent for this reporting period. This, in my estimation, is a goal all Federal agencies strive to attain.

3. Significant factors developed from our analysis show that the increases reported in Sovmat, ONE, FDD, and OCR are offset by the decreases reported by OCI, OSI, PIC and your own Staff. The report received from PIC rectified an error made in their previous year's calculation. Consequently, the vast decrease in PIC records on hand reflects a corrected figure. OCR continues to maintain the largest amount of records - 36,552 cubic feet, which is 41% of the DDI total. ORR ranks second with 25,339 cubic feet or 28% of the DDI total of 89,804 cubic feet.

4. On reviewing the charts, I'm sure you will also feel that the DDI employees are to be commended for their efforts and progress in records activities during the past five years. While this progress has been significant, I am particularly concerned about the large volume of temporary records both in the Center and in the Offices for which no definite retention period has been established. I plan to place major emphasis in attacking this problem throughout the Agency in the coming months. It is also a problem which the entire Federal Government is now trying to solve.

5. I will keep you informed.

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Enclosures:
2 - Bar Charts
2 - Reports on DDI Offices

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